



Manager's Report

For Council Meeting April 22, 2003

FINANCE

Listed below are the new businesses licensed during this period:

Business Name

American Home Cleaning
Angelica's House Cleaning Service
Blue Ribbon Cleaners
Borgatello, Sergio
Burke Homes Corporation
DSS Detailing
Elite
Equity One Consumer Loan Company
Granite & Marble
Everything & the Dog LLC
Fixtures USA
Prism Consulting & Design
Steinglass, Dolores
Thomas J Robl PC
The Norris House Inn (new owner)
The Stonehouse Tea Room (new owner)
Tiger Claw Tae Kwon Do
Wilson-Drucker Accessories

HUMAN RESOURCES

New Hires and Terminations for the Period April 5, through April 18, 2003

New Hires

None

Position

Department

Terminations

None

Position

Department

Resignations

James Csizmadia

Position

Heavy Equipment Operator

Department

Streets

PLANNING AND ZONING

DIVISION OF CURRENT PLANNING
PLAN REVIEW ACTIVITY*

* Does not include Division assignments other than plan review

**PLANS REVIEWED DURING THE PERIOD OF:
APRIL 1, 2003 – APRIL 15, 2003**

Project Name	Project Type	Submission Number	<u>Proposal Description</u>
Georgetown Mews, Lot 7	Minor Subdivision Plat	1 st	Subdivision of an existing large single-family residential lot into two smaller lots
Potomac Station Drive, Section 2AB	Easement Plat	1 st	County referral
Hawks View Glen	Construction Drawings	1 st	Construction of a subdivision to create 36 single-family residential attached (townhouse) lots
Leesburg Station Carwash	Preliminary/Final Development Plan	4 th	Construction of a 5,288 square foot carwash and 9,027 square foot detailing building
Tavistock Farms, Goddard Daycare DP 2002-18	Preliminary/Final Development Plan	3 rd revised	Construction of an 8,038 square foot daycare use
Town of Leesburg Utilities Maintenance Building	Preliminary Capital Improvements Project (CIP) Plan	1 st	Construction of one 16,000 square foot building and one 12,800 square foot building to house the Utility Line Division and Utility Maintenance Division, accessory storage building and associated parking
Dulles Motor Cars	Preliminary/Final Development Plan	Revision to 3 rd	Construction of additional parking & vehicle display area
Battlefield Marketplace	Preliminary/Final Development Plan	3 rd	Construction of a 316,122 square foot retail center for Costco and Target
Loudoun Sport & Health Club	Easement Plat	3 rd	Easement related to the construction of the 34,481 square foot health club expansion
Quarterly Development Report	Development Report Update	2003 1 st Quarter	Update of all development activities within the 1 st Quarter of 2003

**PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF:
APRIL 1, 2003 – APRIL 15, 2003**

Project Name	Project Type	Submission Number	Proposal Description
Edwards Landing, Phase 2B	Easement Plat	3 rd	
Potomac Station Drive, Section 2AB	Easement Plat	1 st	County referral
Dulles Motor Cars	Preliminary/Final Development Plan	Revision to 3 rd	Construction of additional parking & vehicle display area
Saint John the Apostle Church	Preliminary Storm Water Management Design Sketch	1 st	Construction of storm water improvements
Stratford Ryland Hope Parkway	Revision to Approved Construction Drawings	1 st	Replacing proposed sidewalk with trail along a portion of Hope Parkway

Stratford Ryland, Landbay E (Multifamily)	Final Development Plan (Grading Revision)	1 st	Revision to an approved site plan to lower site grading only
Battlefield Marketplace	Easement Plat	1 st	Traffic signal easement related to construction of a 316,122 square foot retail center for Costco and Target
Star Pontiac Storm Sewer	Preliminary/Final Development Plan	2 nd	
204 South King Street	No Adverse Impact Plan	1 st	
Edwards Ferry Road Traffic Calming	Capital Improvement Project (CIP)	1 st	Construction of traffic calming measures along a portion of Edwards Ferry Road
South King Street Traffic Calming	Capital Improvement Project (CIP)	1 st	Construction of traffic calming measures along a portion of South King Street
Johnston Property Subdivision/Rosebrook	Preliminary Subdivision Plat	3 rd	Construction of a subdivision to create 20 single-family detached residential lots
7 Union Street	Subdivision Sketch	1 st	Construction of a 2 lot subdivision including the division of one existing dwelling into two dwellings
Loudoun Sport & Health Club	Easement Plat	3 rd	Easement related to the construction of the 34,481 square foot health club expansion
Loudoun Sport & Health Club	Preliminary/Final Development Plan	4 th	Construction of an 34, 481 square foot expansion to the existing health club
Town of Leesburg Utilities Maintenance Building	Preliminary Capital Improvements Project (CIP) Plan	1 st	Construction of one 16,000 square foot building and one 12,800 square foot building to house the Utility Line Division and Utility Maintenance Division, accessory storage building and associated parking

COMPREHENSIVE PLANNING

Special Exceptions

SE 2002-08: Holy Trinity Lutheran Church – Located at 605 W. Market Street, this application is for the expansion of the chapel area and childcare center area. A preview before the Planning Commission was held March 20, 2003 and the public hearing was held April 3, 2003. The Planning Commission is scheduled to vote on a recommendation at its April 17, 2003 meeting.

SE 2002-09: Mobil Service Station – Located at 615 E. Market Street, this application is for the relocation of the vacuum and air pump and the installation of two additional gas pumps. The applicant has recently submitted a letter requesting that no public meeting be scheduled at this time; staff continues to review the application.

SE 2002-10: Leesburg Brewing Company – Located at 50 E. Catocin Circle, N.E., this application is for a brewpub use inside the office building which is currently under construction at the same address. Both the applicant and staff are working on a traffic analysis for this use. A preview before the Town Council was held March 24, 2003, the public hearing was held April 8, 2003, and the Town Council is scheduled to vote at its April 22, 2003 meeting.

SE 2002-07: Star Pontiac, Buick & GMC – Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The

applicant is in the process of making revisions to the special exception plan. All public meetings will soon be rescheduled.

SE 2002-05: South Street Day Care and the Park, 818 S. King St. The application is for a child care center (which would be part of a larger shopping center development) for up to 198 children. This property is located in the southeast corner of Davis Avenue and King Street. The Planning Commission preview was held March 6, 2003 and the public hearing before the Planning Commission was held March 20, 2003. The Planning Commission declined to vote on a recommendation at the April 3, 2003 meeting, and is scheduled to vote at its April 17, 2003 meeting.

SE 2002-12: KFC/A&W. This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). The Planning Commission preview was held at the April 3, 2003 meeting and the public hearing is scheduled for April 17, 2003. The applicant has requested a continuance of the scheduled Planning Commission public hearing. The Planning Commission will decide at its April 17, 2003 meeting whether or not the public hearing will be held as scheduled.

Rezoning

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18th and the Public Hearing was held on May 2, 2002. The Planning Commission held worksessions on May 9th and May 23rd and has scheduled a site visit and worksession for June 17, 2002. The Planning Commission voted to recommend denial on June 20, 2002. A public hearing before the Town Council took place February 11, 2003. Staff has received revised plans (March 31, 2003) and will bring the application back to the Town Council at the April 21, 2003 worksession.

ASE/Airport Commerce Park – Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. The applicant is making revisions to the plan and proffers. No public meetings are scheduled at this time.

ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning and Special Exception: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) is seeking to rezoning 7.9 acres from R-1 to R-4, and to receive a special exception to permit a residential cluster allowing 17 single family detached residential units on the property. No public meetings have been scheduled.

Zoning Permits Issued 03-401-03-47

Zoning Permits Issued New Residential

Hamlets @ Leesburg 2 Duplex/SFA @ \$120,000
Edwards Landing 15 SFA @ \$45,000
Potomac Crossing Section 9 1 SFD @ \$105,000

Zoning Permits Issued Commercial

50 Catoctin Circle NE #200 Interior Fit-in @ \$57,630
50 Catoctin Circle NE # 301 Interior Fit-in @ \$49,305
50 Catoctin Circle NE # 101 Interior Fit-in @ 57,075
323 Plaza Street SW Interior Renovation/HVAC/lights @ \$1,900,000 Loudoun Co. Public Schools

25 West Market Street Temporary Stage @ \$1000.00 Town of Leesburg
18 N. King Street Temporary Stage @\$1000.00 Town of Leesburg

Occupancy Permits Issued Residential

Tavistock Farms SFA 3
Stratford SFA 1
Edwards Landing SFD 1
Potomac Crossing SFD 1
Lowenbach SFD 1

Occupancy Permits Issued Commercial

None Issued

WATER & SEWER ADMINISTRATION

During this time frame there were:

- 34 Public Facility Permits issued totaling \$304,406.00
- 54 work orders issued for meter sets
- 25 requests for occupancy inspection were issued.

Capital Projects Update

- Sewer System Improvements – The Cherry Lane sewer line replacement project has been completed and contractor will start punch list work soon.
- During this period, seven plans were received for review within the service area, and two requests were processed for water and sewer system modeling.
- Notice to proceed for the Woodlea Manor Mini-Zone Pump Station has been issued and the survey work will soon begin.
- Land acquisition negotiations for Water Storage Tanks have hit a stumbling block due to refusal of property owners to negotiate. Staff has begun the process of land appraisal and site location mapping for a potential condemnation proceeding.
- At the request of residents at Leeland Heights, Town Manager has requested staff to proceed with preliminary evaluation of the possibility of providing water to the residents. A proposal has been received from our consultant and reviewed. A signed agreement is expected soon.
- The preliminary design workshops for Water Treatment and Water Pollution Control Plants are in progress and proceeding according to the schedule.
- The preliminary building layout plan has been received for the Utility Lines Division (ULD) maintenance facility and reviewed. The plan has also been forwarded to other town departments for review.
- The meter change out program is proceeding well with better weather ahead in the coming months. To date 15% of the program has been completed.

UTILITY LINES DIVISION**Installations made during this period:**

- a. Installed a new sample station on Ash Mill Terrace & Forest Spring Drive.
- b. Downsize 2" meter at Sunrise of Leesburg (246 W. Market St.) to 1 ½".

Training

- Tom Chaffins & Robert Hanshew attended cross-connection class held at shop.
- Mike Cummings attended computer training at town office.

Summary Programs

- New connections to town utility system: 44
- Total number of water leak repairs: 7
- Responded to 636 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of April 18, 2003

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accept
Econ Dev	1	Admin Associate II	3/9/01	√	√	<u>On hold</u>			
Eng & PW	1	Senior Engineer	7/1/02	√	√	<u>Frozen</u>			
P&Z	1	Senior Planner	7/1/02	√	√	√	√	√	
	1	Senior Planner	7/1/02	√	√	√	√		
	1	Planner	7/1/02	√	√	√	<u>Frozen</u>		
	1	Planning Assistant	2/10/03	√	√				
Police	1	Admin Assoc II	12/1/02	√	√	<u>Frozen</u>			
	2	Police Sergeant	1/6/03	<u>internal</u>	√				
Util Admin	1	Senior Engineer	7/1/02	<u>On hold</u>					
	1	Cross Conn. Comp. Off.	1/2/03	√	√				
Util Lines	1	Maintenance Worker II	3/1/03	√	√	√	√	√	√
Water Plant	1	Plant Operator or Trainee	2/3/03	√	√	√	√		
Wastewater	1	Maintenance Worker II	11/19/02	√	√	√	√	√	√
<u>TOTAL</u>	14								

R.S. Noe